

**TOWN OF CANTON BOARD
YEAR-END MEETING**

December 23, 2019

11:00 am

Minutes

Present: Supervisor Mary Ann Ashley, Council members Bob Washo, James Smith, Phil LaMarche, Tim Danehy

Also, in Attendance: Town Clerk/Tax Collector Lisa Hammond, John Gray Jr of Gray & Gray, Highway Superintendent Terry Billings

Supervisor Mary Ann Ashley added items to the agenda:

Canton Fire Contract
Rensselaer Falls Fire Contract
Set date for Organizational meeting
Supervisors report

A. Call meeting to Order:

Supervisor Mary Ann Ashley called meeting to order and went into discussion of the inter-Fund loan repayments, John Gray assisted in the conversation noting that 80 hours have been spent by his staff reconciling the funds by three senior people. Gray reported on fund balances to date.

Supervisor Mary Ann Ashley made a motion to authorizing repayment of inter-fund loans from 2019 and prior, seconded by Council member Bob Washo, all voted in favor. Motion carries.

Council member Tim Danehy noted that reconciling these accounts affects bank balance but does not affect or change fund balances.

See repayment chart attached

B. Audit Committee:

"A" General \$14,437.47	"DA"\$4,285.88	
"B" Town Outside \$5,708.54	"DB"\$15,385.13	
"TA" \$15,751.15	"SM"\$3,768.46	"SL" \$323.14

Motion made by Council member Bob Washo to approve expenditures, seconded by Council member Jim Smith, all voted in favor. Motion carries.

C. Old Business:

1. Gray & Gray Agreement 2020 Renewal

Motion made by Council member Tm Danehy to sign 2020 agreement with Gray & Gray, seconded by Council member Phil LaMarche, all voted in favor. Motion carries.

See attached agreement

2. Pease & Gustafson Agreement 2020 renewal:

Motion made by Council member Tim Danehy to sign 2020 agreement with Pease & Gustafson, seconded by Council member Bob Washo, all voted in favor. Motion carries.

3. Canton Fire Contract:

Motion made by Council member Phil LaMarche to sign fire agreement, seconded by Council member Tim Danehy, all voted in favor. Motion carries.

4. Rensselaer Falls Fire Contract:

Motion made by Council member Jim Smith to sign fire agreement, seconded by Council member Tim Danehy, all voted in favor. Motion carries.

D. New Business

1. Interfund Loan Repayment Resolution: covered under Supervisors report

2. Complete Street Appointments: David Barnes and Daniel Dominie

Motion made by Council member Bob Washo to appoint Barnes & Dominie to the Complete Street Committee, seconded Tim Danehy, all voted in favor. Motion carries.

3. Set Organizational meeting date:

The annual organizational meeting will be held January 15, 2020 at 6:00 p.m. followed by the regular monthly meeting.

Executive Session: Upon a majority vote upon a motion that identifies the subject to be considered, the Council may conduct an executive session to discuss any of the issues identified as proper by Public Officers Law (1)

11:34 a.m. Council member Tim Danehy made a motion to go into executive session for the purpose of Public Law 105 (f) and (H), seconded by Council member Mary Ann Ashley. All voted in favor. Motion carries.

12:15 p.m. Council member Bob Washo made a motion to come out of executive session, seconded by Council member Tim Danehy. All voted in favor. Motion carries.

12:16 p.m. Council member Jim Smith made a motion to adjourn the meeting, seconded by Council member LaMarche. All voted in favor. Motion carries.

Respectfully Submitted,

Lisa A. Hammond, Canton Town Clerk

RESOLUTION ____
December 23, 2019

Town Board Authorization for repayment of Inter-Fund Loans

WHEREAS, beginning January 2018, it was discovered by Town Officials that several inter-fund loans had not been paid back/reconciled;

WHEREAS, the according to New York State Law and New York State Comptroller's Office, interfund loans need to be repaid within a reasonable timeframe; and

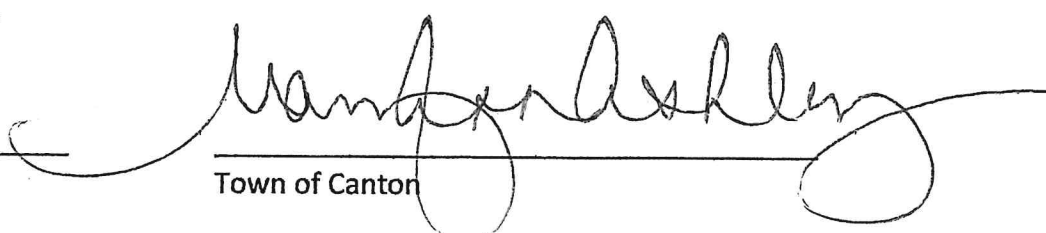
WHEREAS, the following inter-fund loans from 2019 and prior that need to be repaid to the proper accounts:

FUND	DUE FROM ACCOUNT #	DUE TO ACCOUNT #	TOTAL
TRUST & AGENCY	TRUST& AGENCY 11001412	A-TOWNWIDE 11000017	22,856.13
TRUST & AGENCY	TRUST& AGENCY 11001412	B-GENERAL TOWN OUT 11000963	1,199.08
TRUST & AGENCY	TRUST& AGENCY 11001412	DA-HIGHWAY 11000025	4,784.79
TRUST & AGENCY	TRUST& AGENCY 11001412	DB-HIGHWAY 11000025	4,784.79
A	A-TOWNWIDE 11000017	B-GENERAL TOWN OUT 11000963	11,889.14
A	A-TOWNWIDE 11000017	DB-HIGHWAY 11000025	6,611.99
A	A-TOWNWIDE 11000017	TRUST & AGENCY 11001412	101.35
B	B-GENERAL TOWN OUT 11000963	DB-HIGHWAY 11000025	122,000
B	B-GENERAL TOWN OUT 11000963	SM-Joint 11002362	2,212.00
DA	DA-HIGHWAY 11000025	DB-HIGHWAY 11000025	4,500.00
DA	DA-HIGHWAY 11000025	A-TOWNWIDE 11000017	200.00

NOW, THEREFORE, BE IT RESOLVED THAT, the Canton Town Board hereby authorizes Supervisor Mary Ann Ashley and Gray and Gray CPA, to execute due from due to repayments as identified in this resolution.

12/23/19

Date



Town of Canton



GRAY & GRAY
— AND ASSOCIATES —
CERTIFIED PUBLIC ACCOUNTANTS, P. C.

To the Town of Canton
60 Main Street
Canton, NY 13617

December 11, 2019

The following is a list of services we hope to provide. We hope to meet your expectations by clearly identifying the particular services to be provided and their frequency. Our services will cover the period January 1, 2020 through December 31, 2020.

1. We will provide the bookkeeping and tax services outlined as follows:

- Abstracting all bills
- Paying all bills upon approval
- Recording all deposits
- Tracking payables/receivables
- Performing monthly bank reconciliations
- Preparing and reviewing monthly income & expense v. budget statements, as well as monthly balance sheet v. previous year
- Capturing time sheet activity and preparing bi-weekly payroll
- Allocating health insurance based on payroll
- Managing retiree insurance program
- Paying payroll liabilities, including Federal and State withholding, insurance, etc.
- Communicating with NYSOSC and other Town partners to answer questions related to Town finances
- Completing financial analysis for Board, and being available to meet with the Town Board
- Gray & Gray and Associates CPAs, P.C. will not assume management responsibilities on behalf of The Town of Canton. However, we will provide advice and recommendations to assist management of The Town of Canton in performing its responsibilities

2. We will prepare the monthly financial statements of Town of Canton, which comprise the monthly cash balances and the related statements of income and expenses, budget versus actual for each month of the year ended December 31, 2020, without disclosures. The financial statements will be prepared in accordance with cash basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including

833.472.9272

info@graycpas.com

www.fb.com/graycpas

www.graycpas.com

CANTON

60 Main Street
Suite 101
Canton, NY 13617
Phone: 315.386.2925
Fax: 315.379.9859

MASSENA

60 Main Street
Massena, NY 13662
Phone: 315.764.1781
Fax: 315.764.1782

LOOKSVILLE, FL.

188 Aviation Loop Drive
Looksville, FL 34604
Phone: 315.379.8005
Fax: 315.379.9859

the ethical principles of integrity, objectivity, professional competence, and due care. We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Town or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the financial statements in accordance with cash basis accounting principles, which is a basis of accounting principles other than accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

- 1) The selection of the cash basis of accounting, which is a basis other than accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 3) The prevention and detection of fraud.
- 4) To ensure that the Town complies with the laws and regulations applicable to its activities.
- 5) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- 6) To provide us with:
 - Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - Unrestricted access to persons within the Town of Canton with whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

3. The town of Canton agrees to perform the following responsibilities in connection with Gray & Gray and Associates CPAs, P.C. provision of the bookkeeping and tax services:

- Assume all management responsibilities, including determining account coding and approving all proposed journal entries
- Accept responsibility for the results of the bookkeeping and tax services, including the journal entries, general ledger, trial balance, and tax returns
- Provide, in a timely manner, to Gray & Gray and Associates CPA's, P.C. all necessary documentation to assist in the processing of bookkeeping and tax services

4. Gray & Gray and Associates CPA's, P.C. responsibilities and limitations of the engagement are as follows:

- Gray & Gray and Associates CPA's, P.C. will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the AICPA
- This engagement is limited to the bookkeeping and tax services previously outlined. Gray & Gray and Associates CPA's, P.C., in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Gray & Gray and Associates CPA's, P.C. will advise The Town of Canton with regard to tax positions taken in the preparation of the tax return, but The Town of Canton must make all decisions with regard to those matters
- Our fees for these services will be \$4,250.00 per month. You will also be billed out-of pocket costs such as report production, word processing, postage, travel, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation

5. Gray & Gray and Associates CPA's, P.C. also sets forth the understanding of our engagement to prepare the fiscal year end 2019 NYS Annual Update Document (AUD).

We will:

- Prepare and electronically file, upon Board acceptance of the AUD, the 2019 AUD with NYS for a fee of \$2,500.00

You agree to:

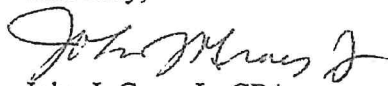
- Assist in compiling data that is required to be reported and not contained in the general ledger (such as local government questionnaire, energy costs and consumption data, post-employment benefits, if applicable)
- Certify the AUD as the Chief Financial Officer of the Town of Canton
- Provide access to the Town's books, records, supporting documentation as needed

6. We will assist the Town with preparation of the 2021 budget up to a maximum of 15 hours for a fee of \$2,000.00.

John J. Gray, Jr., CPA and Angela Gray, CPA are responsible for supervising the engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

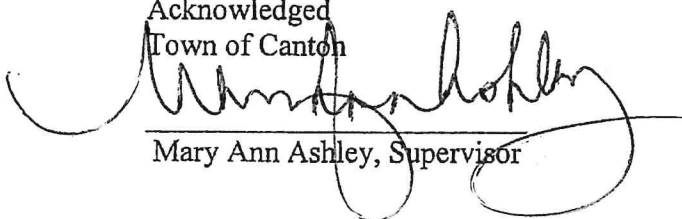
Sincerely,



John J. Gray, Jr. CPA

Gray & Gray and Associates CPA's, P.C.

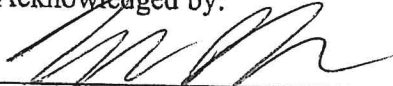
Acknowledged
Town of Canton



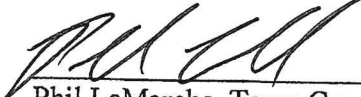
Mary Ann Ashley, Supervisor

12/23/19
Date


Acknowledged by:


Tim Danehy, Town Council Member


12/23/19
Date


Phil LaMarche, Town Council Member

12/23/19
Date


Jim Smith, Town Council Member

12/23/19
Date


Bob Washo, Town Council Member

12/23/19
Date

